

**CITY OF THIBODAUX
DEPARTMENT OF PLANNING
(985) 446-7208**

**MOBILE HOME PARK
Checklist / Status Report**

Mobile Home Park Name: _____

Information required on Mobile Home Park Plans

Sketch Plat Specifications: The following information is required:

- _____ Name of proposed Mobile Home Park
- _____ Name of developer, planner, engineer, and/or surveyor
- _____ Vicinity Map
- _____ Location by Section, Township, and Range
- _____ Date, Bar Scale, and North Arrow
- _____ Proposed street names, lot numbers, block numbers
- _____ Alignment of existing street, right of way, easements and servitudes
- _____ Layout and dimensions of all spaces/lots
- _____ Flood Zone, and if within a flood hazard zone, the elevation of the lot center
- _____ Names of the adjacent property owners within 100 feet

Final Plat Document Specification: All information from the sketch plat plug:

- _____ **Preparation:** The final subdivision plat shall be prepared by a registered land surveyor or civil engineer licensed by the State of Louisiana.
- _____ Description of proposed improvements-materials, typical street cross section, etc.
- _____ Final drainage plan
- _____ Plans for utilities
- _____ Light standards AND fire hydrants
- _____ Method of sewerage disposal
- _____ Profiles of all streets and ditches, with pipe sizes
- _____ Location of existing or proposed benchmarks or temporary stakes for identification/inspection of proposed mobile home park in the field
- _____ Proposed finished grade of each lot
- _____ Endorsement of owner including:
 - (i) Explanation of drainage easements, if any
 - (ii) Explanation of site easements, if any
 - (iii) Explanation of reservations, if any
 - (iv) Signature of owner, as follows:

OWNER

DATE

Approved by Resolution of the City Planning Commission:

PLANNING COMMISSION CHAIRMAN

DATE

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**A. SKETCH PLAT REVIEW
I. GENERAL INFORMATION**

Name of Mobile Home Park: _____

Number of Spaces/Lots: _____

Dedications:

Easements/Servitudes _____

Right of Way _____

Applicant/Agent: _____

Owner: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

II. APPLICATION CHECKLIST:
(Your Responsibility)

- 1) _____ Application
- 2) _____ Affidavit of ownership
- 3) _____ \$250 Sketch Plat Fee made payable to the City of Thibodaux
- 4) _____ 9 copies of Sketch Plat with information on attached list
- 5) _____ Street name request form (if appl.)
- 6) _____ Letters from other agencies/utilities confirming availability of services:

Gas Company *Date:* _____

Water District *Date:* _____

Electric Company *Date:* _____

Other: _____ *Date:* _____

Other: _____ *Date:* _____

- 7) _____ Statement of concurrence in development by owner
- 8) _____ Names and addresses of adjacent property owners

III. STATUS REPORT:
(Planning Department Responsibility)

- 1) _____ Review plans for proposed mobile home park with Applicant *Date:* _____
- 2) _____ Floodplain management review of proposed plans *Date:* _____
- 3) _____ 911 Addressing review of proposed plans *Date:* _____
- 4) _____ Department of PublicWorks review of proposed plans *Date:* _____
- 5) _____ Review of proposed plans by Planning Commission *Date:* _____
Comments: _____

Date of Sketch Plat Application _____

Date completed _____

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B. FINAL APPROVAL

I. APPLICATION CHECKLIST:

(Your Responsibility)

- 1) _____ Pick up and post Public hearing posters
- 2) _____ Send certified letters notifying adjacent property owners within 100 feet in all side of Public Hearing
- 3) _____ Submit affidavit of notification of adjacent property owners (return receipts attached)
- 5) _____ Letters from other agencies/utilities approving proposed utility locations:
Gas Company *Date:* _____
Water District *Date:* _____
Electric Company *Date:* _____
Other: _____ *Date:* _____
Other: _____ *Date:* _____
- 6) _____ Final Fee based on number of lots/spaces
 _____ 3-5 spaces \$100
 _____ 6-20 spaces \$175
 _____ over 20 spaces \$250
- 7) _____ Submit 10 copies of final plats with information on attached checklist for signing and recordation (done after final approval, if revisions are required)

III. STATUS REPORT:

(Planning Department Responsibility)

- 1) _____ Publish Public Hearing Notice *Date:* _____
- 2) _____ Public Hearing *Date:* _____
- 3) _____ Planning Department review on final plat *Date:* _____
- 4) _____ Acceptance of Committee minutes by City Council *Date:* _____

Date of Final Application _____

Date Completed _____

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C. CERTIFICATE OF OCCUPANY

I. APPLICATION CHECKLIST

(Your Responsibility)

- 1) _____ Written request for final inspection
- 2) _____ Submit affidavit confirming mobile home park being "Private" and relieving the City of any maintenance responsibilities
- 3) _____ Letter from Thibodaux Volunteer Fire Dept. confirming the installation of fire hydrant(s) according to their specifications (if applicable)

II. STATUS REPORT

(Planning Department Responsibility)

- 1) _____ On-site inspections by Planning Department during construction *Date:* _____
Comments: _____

- 2) _____ Final inspection by:
_____ Planning Department
Date: _____
_____ Dept. of Public Works
Date: _____
- 3) _____ Final Plat signed by:
_____ Planning Commission
Chairman
Date: _____
- 4) _____ Final Plat recorded
- 5) _____ Certificate of Occupancy issued
Date: _____

Date of Application: _____

Date Completed: _____